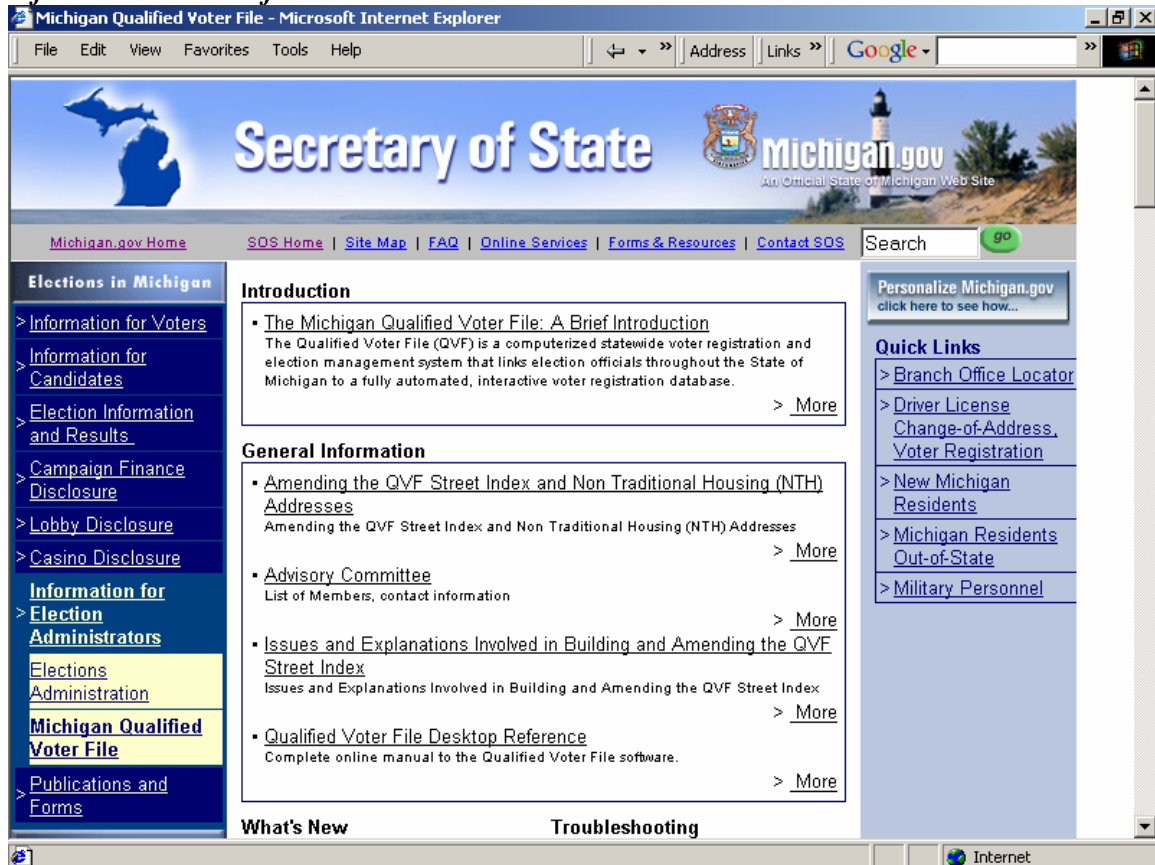


## Chapter 15 - QVF On Line Resources

April 2006

### *Qualified Voter File Information*

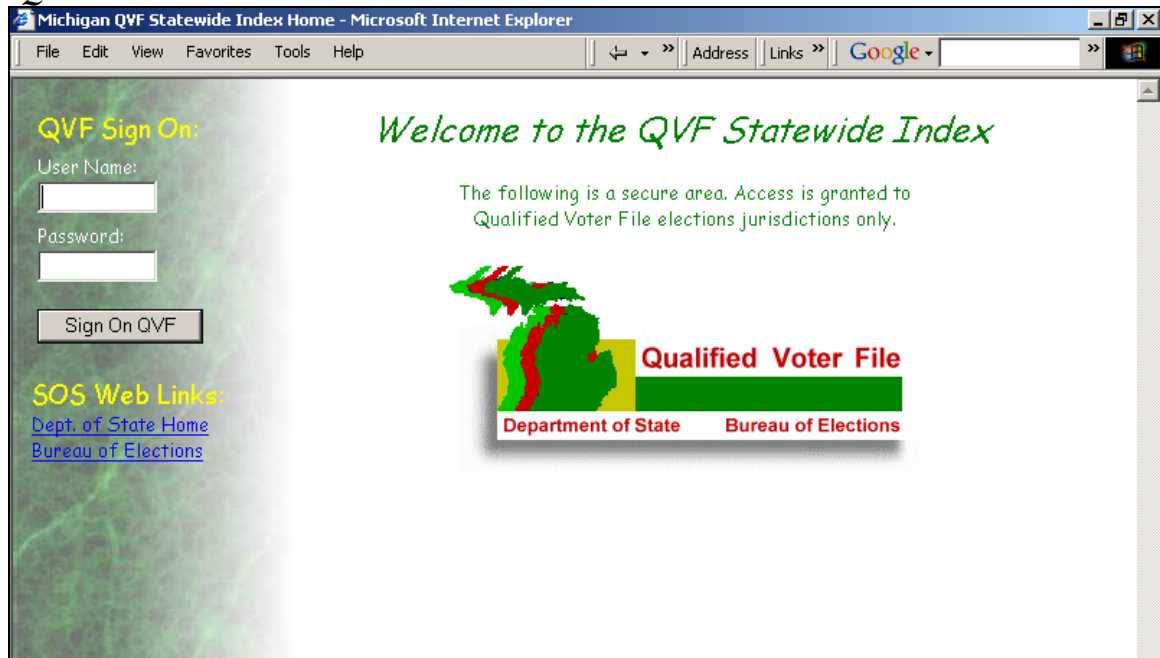


The *Qualified Voter File* screen contains links to documents that have been issued concerning the QVF. An archive of recent “News You Can Use” newsletters can be found here, as well as general information and trouble shooting documents. Viewing some of these documents requires Adobe Acrobat software. Your QVF computer has Adobe Acrobat.

Action	Result
Connect to the internet, and then double click on the Internet Explorer (or any internet browser) icon.	Internet Explorer starts and opens to the <i>Secretary of State</i> home page. <i>http://michigan.gov/sos</i>
On the left side of the SOS home page click on the <b>[Elections in Michigan]</b> button.	The <i>Elections in Michigan</i> page opens.
On the left side of the <i>Elections in Michigan</i> page click on <b>Information for Election Administrators</b> .	The <i>Information for Election Administrators</i> page opens.
On the left side of the <i>Information for Election Administrators</i> page click on <i>Michigan Qualified Voter File</i> .	The <i>Michigan Qualified Voter File</i> page opens.

Action	Result
The <i>Michigan Qualified Voter File Information</i> page contains a list of links to documents that can be accessed. Place your mouse arrow over a document you want to open.	The arrow turns to a pointing hand.
Click on the item you want to see.	The document is displayed.
Click on the [ <b>Print</b> ] button to print the document being displayed.	
Click on the [ <b>Back</b> ] button to retrace your path.	

### The QVF Web Site

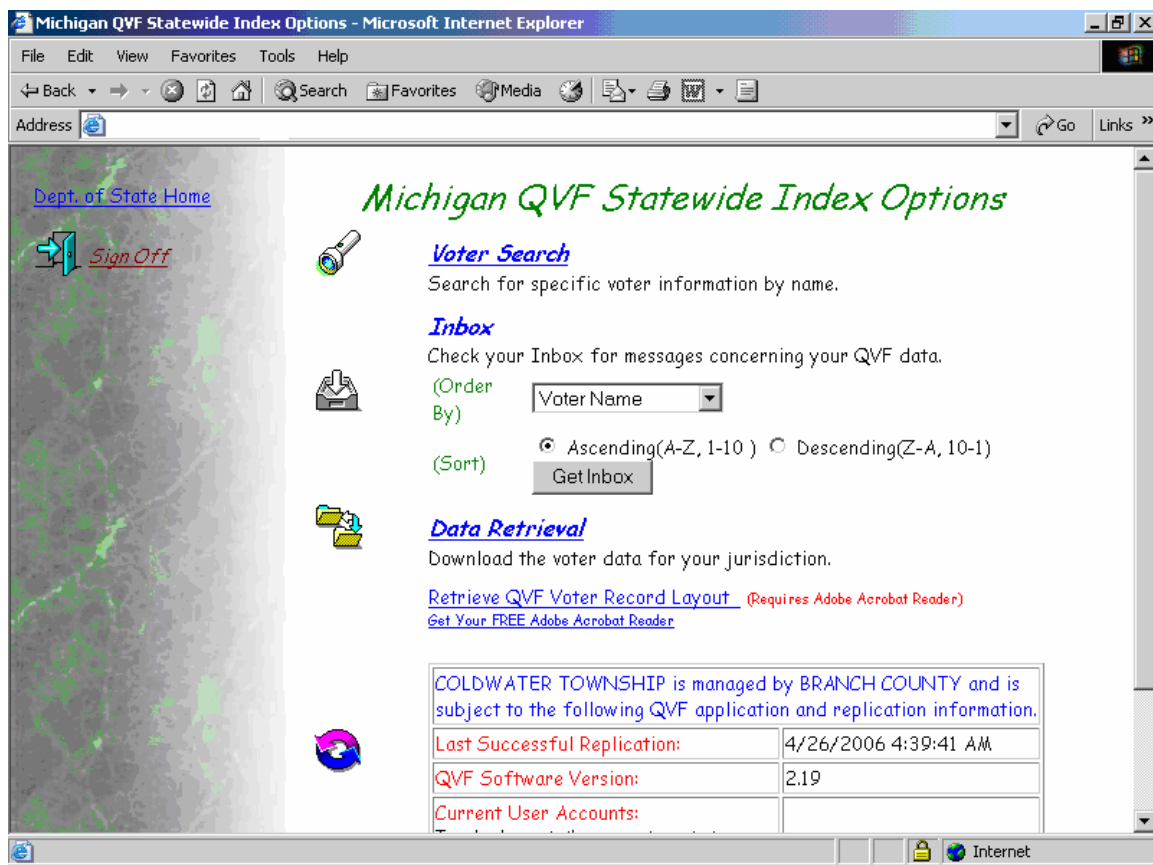


Through the QVF Web Site you have the capability to access the complete statewide database. Additionally, non-QVF jurisdictions have the ability to view their inbox, and down load their database. Usernames and passwords are set up specifically for the QVF Web Site. **Do not share your username and password with anyone else. The use of this site is monitored by username. You are responsible for any use under your sign-in.**

Action	Result
Connect to the internet, and then double click on the Internet Explorer (or any internet browser) icon.	Internet Explorer starts.
If you have previously book marked the QVF Web Site, click on the [ <b>Favorites or Links</b> ] button.	The Favorites menu appears.
Highlight and click on <i>Michigan Statewide Index Home</i> .	The <i>Welcome to the QVF Statewide Index</i> page is displayed.

If you have not previously book marked the QVF Web Site (and you do not have a button on the Internet Explorer screen), click on <b>File</b> in the Menu bar. Then highlight and click on <b>Open</b> .	The <b>Open</b> screen is displayed.
In the location field enter HTTPS://204.23.254.70/QVF/MAIN.ASP. Then click on the [OK] button.	The <b>Welcome to the QVF Statewide Index</b> page is displayed.
To bookmark this page, click on the [Favorites] button at the top of the screen, and then click on <b>Add to Favorites</b> .	The <b>Add Favorite</b> screen is displayed.
In the <b>Add Favorite</b> screen you can put the link in any folder you desire, or you can accept the default. Click on the [OK] button.	The <b>Welcome to the QVF Statewide Index</b> page is book marked for easy access.
Enter your username and password in the appropriate fields. (If you do not already have a username and pass word, call the QVF Help Desk and they will be created for you.) Then click on the [Sign on QVF] button.	The <b>Michigan QVF Statewide Index Options</b> page is displayed.

Usernames and passwords will expire if they are not used at least once every six months. If not used they will be deleted, and you will need to have a new username and password created.



The **Michigan QVF Statewide Index Options** page contains links to other pages. The **Voter Search** link will take you to a page where you can search the QVF statewide database. The **Inbox** link allows you to view or retrieve your inbox from the central server in Lansing. Non - QVF jurisdictions can download their entire database from the **Data Retrieval** link. (QVF jurisdictions do not see the Data Retrieval option.)

Action	Result
To search for a voter in the statewide database, click on the <b>Voter Search</b> link.	The <b>Voter Search</b> page is displayed.
Enter your search criteria in the appropriate fields. <u>Last Name</u> is a required field. Entries in other fields will narrow your search. You must use either slashes or hyphens in dates of birth and the year must be expressed as a four-digit number.	
If you are performing a broad search and want your results organized, choose an option in the <u>Order results by</u> field. Then click on the <b>[Search]</b> button.	Your search results will be displayed. You are searching the statewide QVF database. You may find two records for a voter. In most cases this represents a voter in transition (records marked with a red M).
If you are conducting multiple voter searches, the <b>[Reset]</b> button clears all field entries and allows you to start a search fresh. Click on the <b>[Reset]</b> button.	Entries in all fields are cleared and defaults are restored.
When you have finished voter searches you can back out to where you started by clicking on the <b>[Back]</b> button or you can close the browser.	

**PLEASE NOTE:** The date of birth is NOT required. **HOWEVER** if you do use it, you must enter it in the format shown in the example above.

**Other Websites that may be useful:**

**VOTER SEARCH FOR VOTERS**

[www.michigan.gov/vote](http://www.michigan.gov/vote)

**OPTIONAL VOTER SEARCH FOR CLERK**

<http://familysearch.com>

<http://rootsweb.com>

**LEGISLATIVE INFORMATION**

<http://www.michiganlegislature.org/law/basicSearchForm.asp>

**MTA WEBSITE**

<http://www.mta-townships.org>

**JURISDICTIONAL STATISTICS**

The following website can be used to find statistical information related to your jurisdiction.

<http://www.census.gov>

**US POSTAL SERVICE**

The following website can be used to confirm addresses, zip codes, etc.

<http://usps.com>

**To reach the Help Desk by e-mail: [admin4@miqvf.org](mailto:admin4@miqvf.org)**